

**Department of Modern Languages and Literatures**  
**Workload Policy Document**  
**(December 4, 2007)**

**Tenure-track Faculty**

Tenure-track faculty participate in research, teaching and service. The amount of time dedicated to each activity varies according to the semester, the time period of the semester and other professional considerations.

**Special Instructors**

Special instructors participate in teaching and service. The amount of time dedicated to these activities varies according to the semester, the time period of the semester and other professional considerations.

**Research**

Tenure track faculty members are free to define their own research agendas. Research can take many forms: articles published in conference proceedings or journals, as chapters in edited books, books or monographs; other projects conclude as creative pieces, performances, or literary works of art in their own right; papers presented at national or international conferences, or lectures to the Oakland University community or to the public; and there are other kinds of projects DMLL recognizes as research activities.

**Teaching**

Tenure track faculty teach five courses in load per year, while Special Instructors teach six courses in load per year. When requested and appropriate, independent study courses are added to this standard teaching load. Faculty engage in activities toward class preparation and students' work evaluation, at a ratio of two or three hours for each class meeting hour and often more. Members of our faculty hold consultation hours, customarily one hour per course per week. Quantity of work varies according to the number of students each faculty member teaches. Faculty members attend professional conferences, workshops, etc. in order to improve their knowledge of teaching theory and practice.

DMLL faculty strive to incorporate technology appropriately into the DMLL curriculum, e.g., by maintaining and staffing a language laboratory for students in order that they use technology to improve aspects of their language skills, and by improving their own knowledge of and skills in language learning technology. Each faculty member is free to determine the appropriate use of technology in her/his teaching.

**Service**

DMLL faculty are expected to serve on committees at the department, College of Arts and Sciences, and university levels. Within the department, a faculty member may serve on standing committees, ad-hoc committees, and/or colleague review committees, according to need, expertise and fair distribution of responsibility throughout the department. Faculty members serve on university committees if they are elected, invited to join, or volunteer. Faculty members serve the community and the profession in a variety of ways.